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18 March 1969

MEMORANDUM FOR: Special Panel, CSP

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SUBJECT : Recommendation for the Promotion of [REDACTED]

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1. It is recommended that [REDACTED] be promoted at this time from Clerk Typist, GS-4, to Secretary Steno, GS-5.

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2. [REDACTED] joined the Agency in June of 1968; she was assigned to PC/ORD in September in the Clerk Typist position she now holds as she was unable to pass the shorthand requirement which was prerequisite to the secretarial position. [REDACTED] has just completed OTR's Shorthand Refresher Course. She passed the qualifying test for the position now requested.

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3. [REDACTED] has just completed a Fitness Report covering [REDACTED] performance. A strong S is the rating given and one in which I concur. The two-year Junior College background is very evident in [REDACTED] management of her job duties. She has learned the procedures and requirements of her position very well and has demonstrated the ability to meet the varied clerical/secretarial requirements at the divisional level. [REDACTED] can keep the division "operational" during the absence of [REDACTED]

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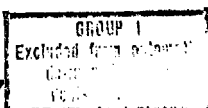
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4. [REDACTED] has the necessary skills, work habits and personal traits to become a divisional secretary at a future date. She responds well to a heavy work-load; she is developing the level of preciseness demanded.

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SUBJECT: Recommendation for the Promotion of [REDACTED]

RECOMMEND APPROVAL:

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Chairman, Special Panel/ORD

3/25/69
Date

APPROVAL:

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Director of Research and Development

3/25/69
Date